



# Treasurer and Financial Report

*Adam Jastrzebski  
Region 8 Treasurer  
122<sup>th</sup> R8 Committee Meeting March 2024*



# Summary of recent activities - 1

(for more details see the written report)

- An avalanche of last-minute end of year payments
- Usual Concur and other payments
- Event contracts
- Financial reconciliation of the SC and R8C meeting in Ottawa
- Preparation of the 122<sup>nd</sup> R8C meeting in Vienna
- Financial management of CEuSYP 2023 in Cracow
- Planning for the 123<sup>rd</sup> R8C and SC meeting in Bordeaux
- Successful submission of the 2023 Financial report
- Budget 2024 planning and coordination
- Working in IEEE AdHoc on NextGen Volunteer Adoption

## Summary of recent activities - 2

- Working with Assistant Treasurer, Andreas Koltes on further improvements to the spreadsheet-based budget reporting tool
- Assistant Treasurer, Andreas Koltes has successfully managed R8 Sections Financial Reporting process (see the separate report)
- Assistant Treasurer, Pascal Lorenz has worked with R8 Conference Committee on financial approval of some R8 flagship conferences
- Assistant Treasurer, Pascal Lorenz has coordinated the airfare selection process for R8C Meetings attendees
- Supporting the work of R8 Adhoc Committee on Alternate Membership Payments led by Nadine Abbas

# Adhoc Committee on Alternate Membership Payments

- Chaired by Nadine Abbas (see the summary report)
- The main goal is to identify payment constraints across our Region and find alternative payment methods
- The Committee has conducted surveys and provided detailed analysis of the results received from 13 R8 Sections and Subsections
- The summary report is available here, including an Excel spreadsheet outlining the availability of various payment methods in the countries of our Region
- Additional questionnaire has been distributed at this meeting– please respond

# R8 Sections Financial Reporting 2023 and 2024

- All R8 OUs qualified for the bonus in both 2023 and 2024, except:

Section	2023	2024
Belarus	No officers – dormant – no rebate	No officers – dormant – no rebate
Bosnia and Herzegovina	Reported in time for bonus	Only rebate – no bonus – reported late (TBC)
Iceland	Only 1 officer left – report abandoned – probably no rebate (?)	No officers – dormant – no rebate
Iran	US sanctions – no rebate	US sanctions – no rebate
Libya (Subsection)	Only rebate – no bonus – reported late	No response – multiple reminders ignored – probably no rebate ?
Oman	Only rebate – no bonus – reported late	Reported in time for bonus
Qatar	Only rebate – no bonus – reported late	Reported in time for bonus
Russia (3 Sections)	US sanctions – no rebate	US sanctions – no rebate
Saudi Arabia	No response – probably no report and no rebate	No response – multiple reminders ignored – probably no rebate ?
Uganda	Reported weeks after deadline – probably no rebate (?)	Responded to reminder but did not report – probably no rebate ?
United Arab Emirates	Only rebate – no bonus – reported late	Reported in time for bonus
Zambia	Only rebate – no bonus – reported late	Reported in time for bonus

# Financial Challenges in Region 8

- There are 12 Sections/Subsections in Region 8 under OFAC (USA) restrictions. Region 8 cannot conduct financial operations in these countries. Concur reimbursements are not available there.

**Q: How to manage operations in these countries and expense reimbursements?**

- Many volunteers simply cannot afford or cannot use their own credit cards to buy their travel tickets.
  - Trial started with World Travel Inc., IEEE agent
  - Sections can buy tickets and invoice R8 (works well in Tunisia)
  - Concur solutions discussed as well

# Region 8 Budget Coding Structure - 1

- Code structure: **GC<sub>1</sub>C<sub>2</sub>C<sub>3</sub>**, where C<sub>3</sub> is usually zero
- R8 Budget groups:
  - Group G = 0 is for the Income codes,
  - Group G= 1 is for the Committee General Expenses,
  - Groups G = 2, 3 or 4 are for Directors' Expenses,
  - Groups G = 5, 6 or 7 are for the TA, MA and SA Expenses, respectively,
  - Group G = 8 is for Secretary Expenses,
  - Group G = 9 for codes < 9100 is for Treasurer Expenses,
  - Group G = 9 for codes >= 9100 is for accrual Expenses (previous year expenses)

# Region 8 Budget Coding Structure - 2

- Examples:
  - 1020 - R8 Committee Meeting Spring: Travel
  - 7030 - Student Paper Contest
- Accrual expenses (from last year) general form **9GC1C2** but for groups 2-9 there is only one accrual code for the whole group, i.e. **9G00**. For example:
  - 9700 - Prev yr: R8 Student Activities

# Concur and NextGen Coding for R8

- From the current year budget, the codes are **9.G.GC<sub>1</sub>C<sub>2</sub>** (C<sub>3</sub> is usually 0, so it is not needed).  
For example: 9.07.703 corresponds in R8 budget code 7030
- From the previous year budget, the codes are **9.10.GC<sub>1</sub>C<sub>2</sub>**  
For example: 9.10.700 corresponds to R8 budget code 9700
- Do not confuse current year and previous year (accruals) budget codes – the last three digits are the same!
- Once the NextGen is upgraded to the new system and settled, we shall adopt NextGen coding

# Claiming Expenses From This Meeting

- For travel expenses for this meeting, the R8 Budget Code is 1020 and the ERP Level 4 is **102 R8 Cmte.Meeting Spring Travel (9.01.102)**

Expense Report Purpose Level 1 \*

1

Regions



Expense Report Purpose Level 2 \*

2

Eur. Mid. East Africa - Region 8



Expense Report Purpose Level 3 \*

3

Eur. Mid. East Africa - Region 8 (R8)



Expense Report Purpose Level 4 \*

4

102 R8 Cmte.Meeting Spring Travel (9.01.102)



# 2023 IEEE R8 Budget Report – Revenue Summary

Income Nominal Code	Actual (\$) 31/12/2023	Budget (\$) 2023
0100 - Income: Balance/savings carried from previous year	611,493	611,493
0110 - Income: Regional Assessment: Membership Dues	431,699	489,941
0120 - Income: Rebate: MGA Allocation for Region	176,778	175,651
0130 - Income: Interest received: Bank accounts	36,649	6,452
0140 - Income: From Conference Co-sponsorship	13,081	16,490
0180 - Income: R8 SYP Registrations, Sponsorship (*)	20,331	0
0190 - Income: Other	0	0
0210 - Income: Voluntary Contributions: Member Donations	13,429	11,428
0220 - Income: Support for Members outside of Sections	1,018	0
0230 - Income: Support from Organisations	0	0
0240 - Income: Support for Projects	18,961	0
0700 - Income: R8 as Intermediary	0	0
0750 - Income: Loan Repayment	0	4,409
<b>Income Total</b>	<b>1,323,438</b>	<b>1,315,864</b>

# 2023 IEEE R8 Budget Report – Expenses Summary

Expenses Nominal Code	Actual (\$)	Budget (\$)
1000 Committee general Total	-500,663	750,267
2000 Region 8 Director Total	-18,899	43,880
3000 Region 8 Director-Elect Total	-11,492	8,776
4000 Region 8 Past-Director Total	-6,067	8,776
5000 Vice Chair for Technical Activities Total	-52,449	123,013
6000 Vice Chair for Member Activities Total	-90,846	119,820
7000 Vice Chair for Student Activities Total	-26,801	91,865
8000 Region 8 Secretary Total	-1,551	10,485
9000 Region 8 Treasurer Total	-15,283	24,482
9100 Expenses from previous year Total	-104,724	134,500
<b>Budget Expenses Total</b>	<b>-828,776</b>	<b>1,315,864</b>
<b>Balance: Income-Expenses</b>	<b>\$494,662</b>	<b>\$487,088</b>

63%

## 2023 IEEE R8 Budget - comments

- Slightly larger Revenue than anticipated, if we count CEuSYP congress registration fees. Items in blue font are not repeatable.
- Further expenditure of \$158,077 has already been committed to 2024 (accruals).
- The end-of-year budget spending were **63%**.
- The committed budget spending were about **75%**.  
(In 2023 it was 72%)
- There seem to be a repeating pattern of **overbudgeting** by the committees, who try to secure larger budgets just in case.

## R8 Financial Position End 2023

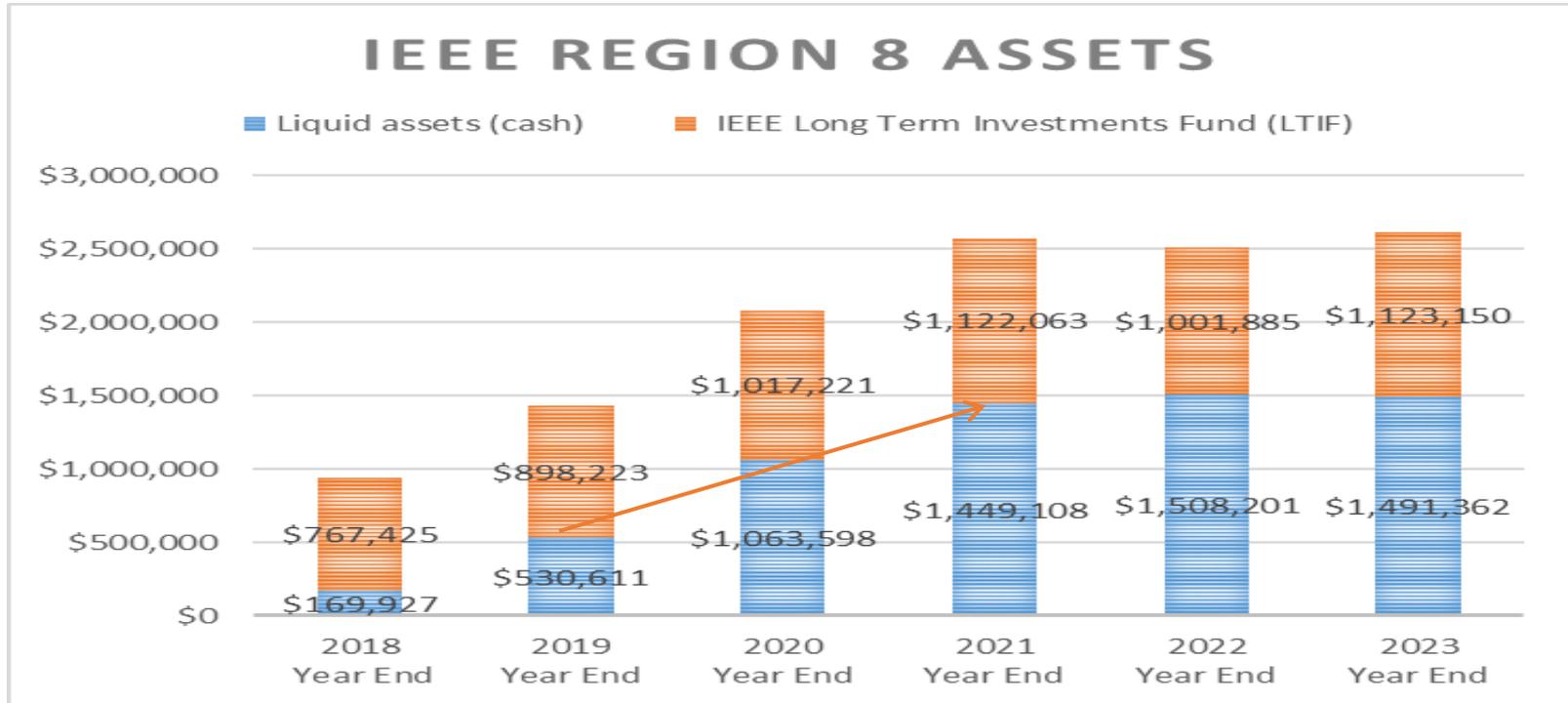
ACCOUNT (\$)	31/12/2022	31/12/2023
IEEE Custody Banking REGION 8	1,417,120	1,460,785
NatWest REGION 8 USD ACCOUNT	82,722	21,541
NatWest REGION 8 EURO ACCOUNT	6,272	7,830
NatWest REGION 8 GBP ACCOUNT	2,087	1,205
Regional Assessment Account REGION 8	0	0
Donations Account REGION 8	0	0
<b>Liquid assets (cash)</b>	<b>1,508,201</b>	<b>1,491,362</b>
IEEE Long Term Investments Fund (LTIF)	1,001,885	1,123,150
<b>Total assets</b>	<b>2,510,086</b>	<b>2,614,512</b>

- -1% drop in liquid assets but 12% increase in LTIF value.
- Overall, 4% increase in Total Assets.

# R8 Financial Position 28/02/2024

ACCOUNT (\$)	31/12/2023	28/02/2024	Diff
IEEE Custody Banking REGION 8	1,460,785	953,133	-507,652
NatWest REGION 8 USD ACCOUNT	21,541	39,303	17,761
NatWest REGION 8 EURO ACCOUNT	7,830	20,003	12,173
NatWest REGION 8 GBP ACCOUNT	1,205	1,368	162
Regional Assessment Account REGION 8	0	0	0
Donations Account REGION 8	0	0	0
<b><i>Liquid assets (cash)</i></b>	<b><i>1,491,362</i></b>	<b><i>1,013,806</i></b>	<b><i>-477,556</i></b>
IEEE Long Term Investments Fund (LTIF)	1,123,150	1,123,150	0
<b><i>Total assets</i></b>	<b><i>2,614,512</i></b>	<b><i>2,136,956</i></b>	<b><i>-477,556</i></b>

# R8 Financial Position – Recent Trend



# R8 Financial Position - Comments

- The reduction in R8 activities due to COVID in 2020-21 resulted in the budget underspending and the increase of the Liquid Assets by \$918,497.
- There has been no increased spending in 2022-23 to compensate for the previous two years of reduced activities. We still have not recovered from the COVID effects. The main reasons were unexpected events such as wars, travel visa restrictions, hyperinflation, and economic sanctions, which unfortunately affected Region 8 recently.
- As the result, the R8 Actual Expenses were approximately equal to R8 Actual Annual Income and R8 Liquid Assets remained quite stable in the last three years.

# Budget 2023 Income For Existing Activities

<b>BUDGET 2023 INCOME FOR EXISTING ACTIVITIES</b>	<b>ACTUAL INCOME 2023</b>	<b>SAVINGS LOANS FROM 2023</b>
Actual Annual Revenue 2023	1,323,438	
Less non-repeatable revenue and transfers	-651,803	
Return of Loans Repayable		4,409
Savings towards R8SYP		20,000
<b>ESTIMATED SUB-TOTAL 2023</b>	<b>671,635</b>	<b>24,409</b>
<b>TOTAL BUDGET INCOME 2024 AVAILABLE FOR EXISTING ACTIVITIES</b>	<b>696,044</b>	

# Budget 2024 Accrual Expenses From 2023

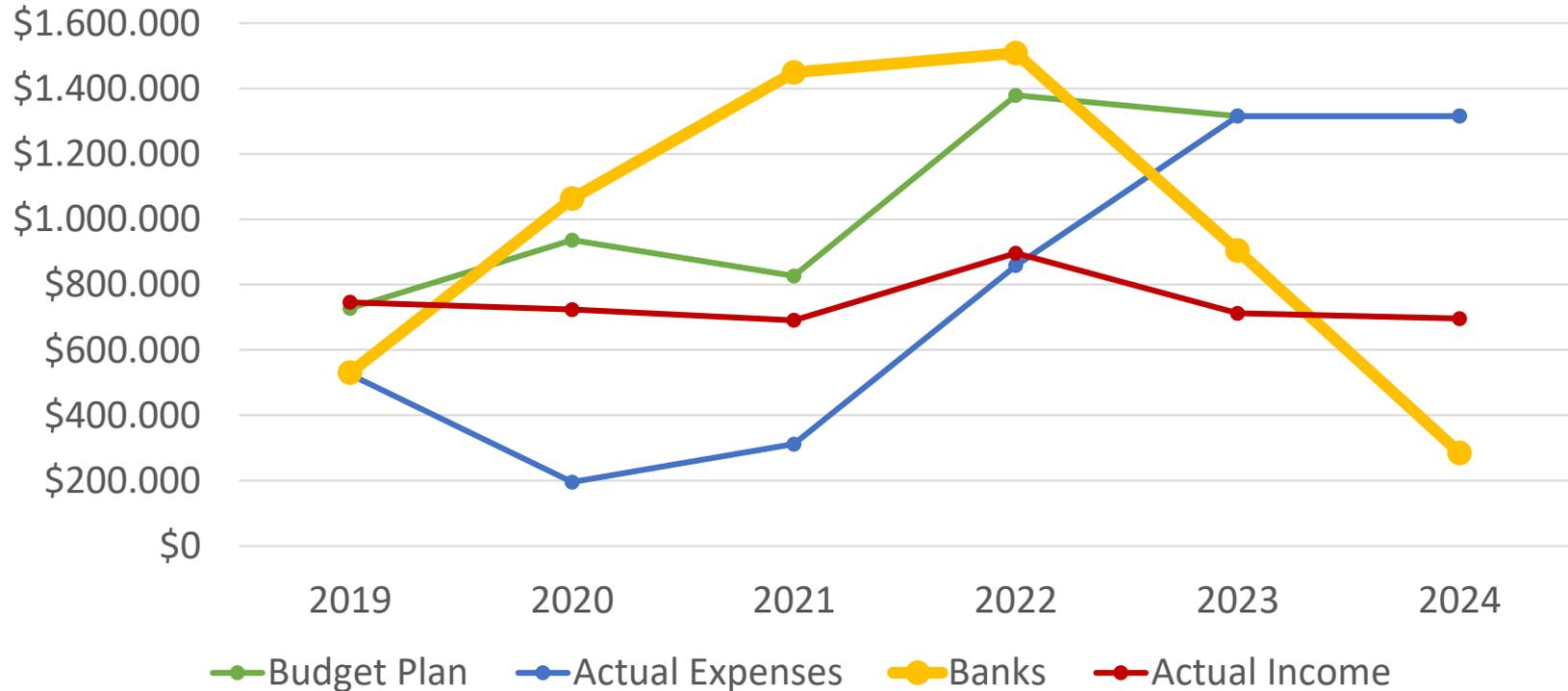
<b>BUDGET 2024 ACCRUAL EXPENSES FROM 2023</b>	<b>ACCRUALS FROM 2023</b>
1020, 1040, 1130 - R8C Travel	20,000
1060 - R8 News: Mailing and Production	30,000
5030 - MD and CC Workshop Skopje (50%)	25,000
6020 - MD and CC Workshop Skopje (50%)	25,000
7040 - SAC Training (Alexandria)	18,000
Various accruals, already paid in January 2024	40,077
<b>9100 - TOTAL EXPENSES FROM PREVIOUS YEAR</b>	<b>158,077</b>

# Planning of R8 Budget 2024

- Preliminary Budget 2024 Plan v0 – agreed at R8C Meeting in Ottawa, August 2023 – the same as in 2023
  - Initial Budget 2024 Plan v1 – based on the budget requests from the main budget holders.
    - These added up to \$1,440,086, i.e. \$117,673 higher than the Budget 2023. Note that only 75% of the budget was spent/committed in 2023.
    - Normally, we can transfer 50% of the Surplus to the next year. Additionally, we would need to transfer \$427,673 from reserves.
    - The request would be much higher than in previous years and would need to be approved by MGA
- => It was considered unrealistic to assume we would receive such a permission**

# Region 8 Budget and Assets History and Forecast

## Assuming 2024 V0 and 100% Budget Utilisation



# Budget 2024 v2b

## Assumptions:

1. Actual regular Income 2024 the same as in 2023
2. 50% of R8 Operational Surplus + \$150k transferred to New Initiatives in 2024  
This is the same request as in 2023 => we can expect to be accepted by MGA

## Region 8 activities are divided into two categories:

- A. Existing Activities (EA) – financed from the estimated actual regular income in 2024 plus specific savings and accruals from 2023, as shown in the tables above.
- B. Special New Activities (SNA) – financed from the operational budget surplus 2023, as required by IEEE MGA Financial Operations Manual.

# Operational Surplus Available for Special New Activities in 2024

<b>SURPLUS 2023</b>	<b>ACTUAL 2023</b>	<b>TO ACCRUALS 2024</b>
Budget balance 31/12/2023 (Income-Expenses)	494,662	
Less Accruals		-158,077
Less savings from 2023 towards future activities (R8 SYP)		-20,000
<b>OPERATIONAL SURPLUS 2023</b>	<b>316,586</b>	
50% Operational Surplus	158,293	
Additional transfer	150,000	
<b>Total Surplus transfer from 2023 towards New Activities 2024</b>	<b>316,586</b>	

Transfer Subject to MGA approval

# Budget 2024 Income Summary (\$)

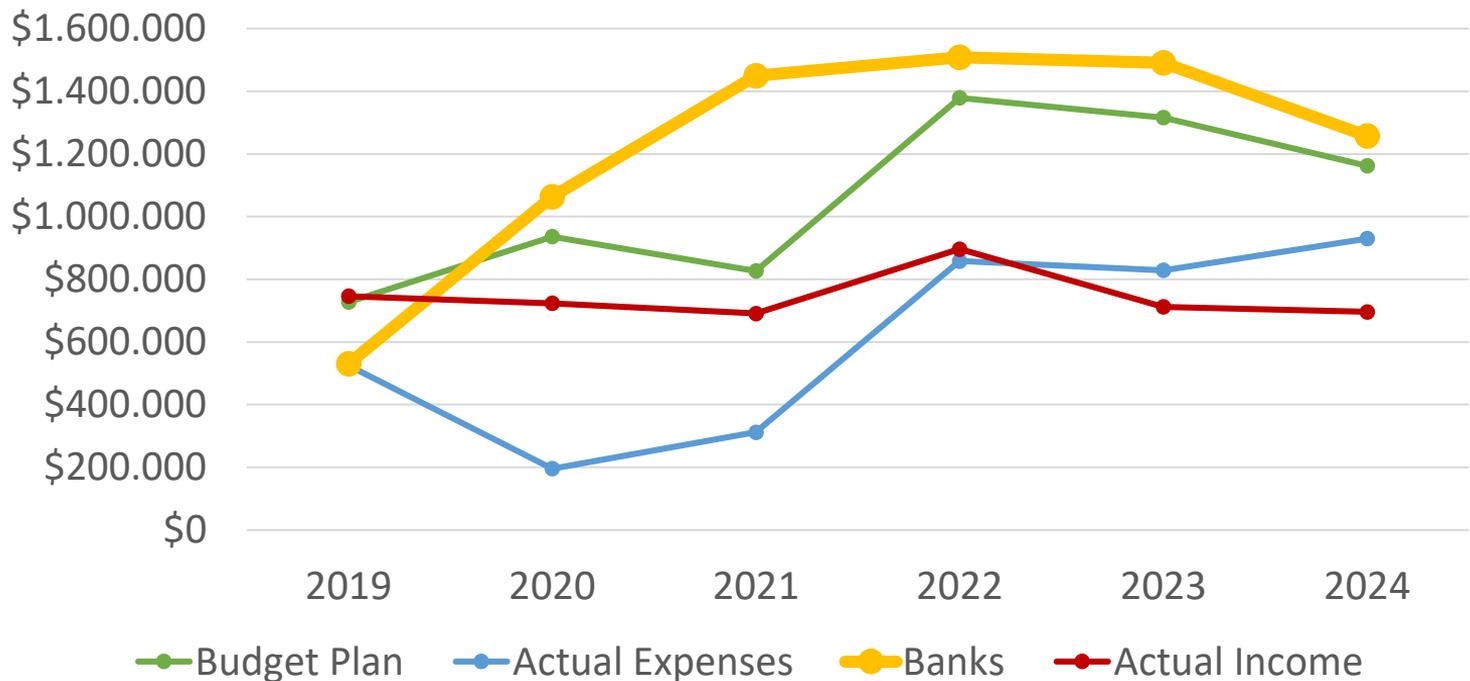
<b>BUDGET 2024 INCOME SUMMARY v2b</b>	<b>\$</b>
Existing Activities including savings	696,044
New Initiatives (50% Operational Surplus)	158,293
New Initiatives (Additional request)	150,000
Accruals from 2023	158,077
<b>TOTAL AVAILABLE</b>	<b>1,162,414</b>

# Budget 2024 Allocation – For R8C Approval

IEEE Region 8 Budget 2024 Allocation Proposal v2b February 2024			
Nominal Code	<i>Budget (\$)</i> 2023	<i>Budget (\$)</i> 2024	<i>Budget</i> 2024 vs 2023
1000 Committee general Total	750,267	730,100	97%
2000 Region 8 Director Total	43,880	31,000	71%
3000 Region 8 Director-Elect Total	8,776	7,000	80%
4000 Region 8 Past-Director Total	8,776	7,000	80%
5000 Vice Chair for Technical Activities Total	123,013	77,000	63%
6000 Vice Chair for Member Activities Total	119,820	75,000	63%
7000 Vice Chair for Student Activities Total	91,865	58,000	63%
8000 Region 8 Secretary Total	10,485	5,800	55%
9000 Region 8 Treasurer Total	24,482	13,437	55%
9100 Expenses from previous year Total	134,500	158,077	118%
<b>Budget Expenses Total</b>	<b>1,315,864</b>	<b>1,162,414</b>	<b>88%</b>

# Region 8 Budget and Assets History and Forecast

## Assuming 2024 V2b and 80% Budget Utilisation



# Budget 2024 Proposal Comments

- The proposed budget update has been agreed by OpCom as reflecting realistic expectation of actual expenses.
- The overall budget is reduced but it is comfortably above the actual spending in 2022 and in 2023.
- Request to MGA to use 50% + \$150,000 Operational Surplus in the Budget 2024 has been sent for approval. This is the same request as in 2023.

THANK YOU